



ROGER A. CORLETT, CPA

Ashtabula County Auditor

25 West Jefferson Street
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SURRENDER A MANUFACTURED HOME TO REAL ESTATE

In order to surrender your manufactured home to real estate, you need:

1. Original title (lien free)
2. Affidavit filled out and all owners' signatures notarized
3. Proof manufactured home is on a permanent foundation (Occupancy Permit from the Building Dept. 576-3737)
4. Manufactured home taxes paid in full for the entire year
5. Manufactured home and land must be owned by the same person(s)

If you have all of these items, then we can surrender your manufactured home title to real estate. You can bring them to our office, or you can mail them to us at:

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AFFIDAVIT OF SURRENDER OF A MANUFACTURED HOME

I, _____, the undersigned, do hereby surrender the title to my manufactured home, to the Ashtabula County Auditor's Office as evidence of intent and determination to make this manufactured home a permanent accession to the real property. I hereby state that I do own said real property where the manufactured home is located.

Parcel # _____ Year _____
Registration # _____ Make _____
Title # _____ Model _____
Size _____ Serial # _____

I have met all the requirements set by the Department of Building Regulations. I understand the manufactured home will be a permanent fixture on the real property. The manufactured home will have no capability of having another title issued, and CAN NOT be transported to another location.

_____ signature _____ date

_____ signature _____ date

Sworn to me on this _____ day of _____, _____ year.

_____ notary signature _____ notary name

my commission expires _____

AUDITOR'S USE ONLY

Date manufactured home title delivered to Title Dept _____

Date copy given to Real Estate Department _____

Manufactured home taxes paid in full as of _____, pick up on real estate _____ (calendar year) for _____ (tax year)